

## **INSTRUCTIONS FOR THE GRIEVANCE PROCEDURE**

**Step 2, Part 1:** The employee has submitted Form 1 to the immediate supervisor who may have given Form 1 to the department head, or the employee has submitted Form 3 to the department head within **five (5) calendar days** of the supervisor's answer Form 2 or is due date.

**Step 2, Part 2:** The department head will reply on Form 4 within **five (5) calendar days** of receipt of the employee's Form 3 or Form 1. If Form 1 is received by the department head from the immediate supervisor, the department head also is to notify in writing the employee of the receipt of Form 1 by the end of the next work day.

**WHAT IS NOT GRIEVABLE:** Notwithstanding any other provision of this Rule 15, the following matters are not subject to adjustment under the grievance procedure. If any of these exclusions applies, the matter is not grievable:

- a. Matters addressed by, or discussed in, another Rule (i.e., classification, pay, reductions-in force, efficiency ratings, etc.), regardless of whether the other Rule contains an appeal procedure. An employee may not circumvent this exclusion by alleging that the Rule in question was applied in an illegal, retaliatory, disciplinary, or other unfair manner;
- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
- e. Assignment-related matters such as changes in duties within Class, off-days, shift and vacation scheduling, except those assignments considered disciplinary. To avoid this exclusion, allegations of disciplinary motive must be supported by specific facts; and
- f. Matters relating to an appointing authority's internal policy or rules that are applied consistently to all Classified Employees and for which there exists no conflict with these Rules or the Act. To avoid this exclusion, the employee must specify the manner in which the policy or rule was applied inconsistently. The Rules and Regulations are not an "internal policy or rule" for purposes of this exclusion.

**QUESTIONS?** If you have any questions, please contact Employee Relations at (205)279-3474.

